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ABSTRACT

This publication contains materials related to the youth apprenticeship program in computer electronics launched by Pickens Country School District, South Carolina, for students enrolled in the district's tech prep curriculum. Contents include the following: goals and objectives of the National Youth Apprenticeship Initiative; a pyramid illustrating the foundation supporting youth apprenticeships; a diagram showing the interrelationships of business/industry, career guidance, curriculum, and academic and vocational education; a diagram depicting the relationships among the school district, business and industry partners, Tri-County Technical College, and Partnership for Academic and Career Education (PACE) in the Youth Apprenticeship Options and lists of their responsibilities; and two charts showing the Youth Apprenticeship Initiative electronics technology enrollment plan and overall enrollment plan. An outline of the Youth Apprenticeship Student Orientation Program is followed by the agenda of the "Kick-Off Dinner" and copies of articles from newspapers and inhouse publications. Another section describes these initial steps in program development: assess needs, develop a plan for the apprenticeship initiative, and develop program specifics. The publication concludes with a list of requirements for participation in the program and a list of skills that are to be demonstrated during the youth apprenticeship work experience. (YLB)

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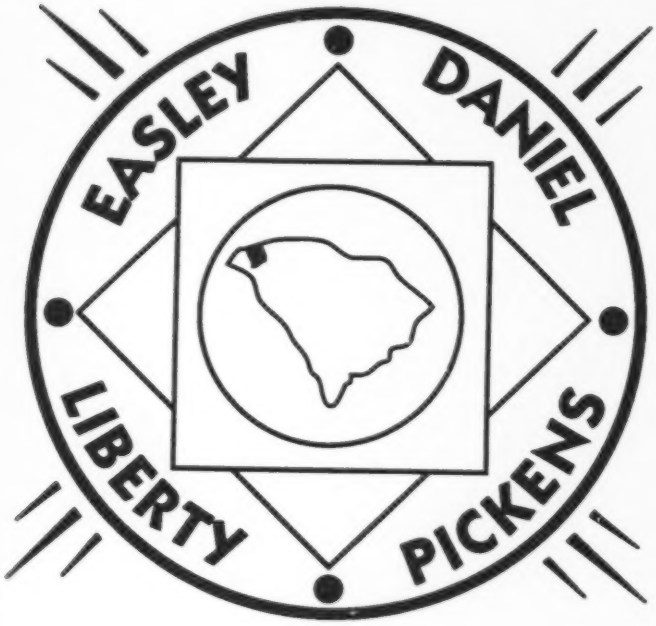
PICKENS COUNTY
YOUTH APPRENTICESHIP INITIATIVE

B.J. SKELTON CAREER CENTER



PICKENS COUNTY SCHOOL DISTRICT

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Pickens County
Youth Apprenticeship Initiative

Number of enrollees for 1992: 24
Start Date of Program: August, 1992
Target Occupations: Computer Electronics
Participating Educational Institutions:
School District of Pickens County
Tri-County Technical College

This fall, Pickens County School District, Tri-County Technical College and local industry will launch a youth apprenticeship program in computer electronics for students enrolled in the district's Tech Prep curriculum. The primary goal of the Pickens County Tech Prep program is to expand the educational opportunities available to non-baccalaureate bound students while increasing their access to and preparation for post secondary programs at the associate degree level and beyond. The electronics youth apprenticeship program will bring an additional dimension to the Tech Prep curriculum by enabling students to pursue a course of study incorporating a curriculum-based work experience with a local business or industry, credentials including a high school diploma, vocational certificate, and an associate degree, experience in the workplace and a work-ethic gained through a mentoring relationship at the job site.

Contact: Dr. Mendel H. Stewart
Executive Director of Secondary Programs
School District of Pickens County
1348 Griffin Mill Road
Easley, SC 29640
(803) 855 - 8150

Ms. Annette G. Craig
Director
B.J. Skelton Career Center
1400 Griffin Mill Road
Easley, SC 29640
(803) 855 - 8195

Mrs. Frances Stokes
Youth Apprenticeship Coordinator
B.J. Skelton Career Center
1400 Griffin Mill Road
Easley, SC 29640
(803) 855 - 8195

Jobs for the Future
National Youth Apprenticeship Initiative

Goals & Objectives

Project Goal:

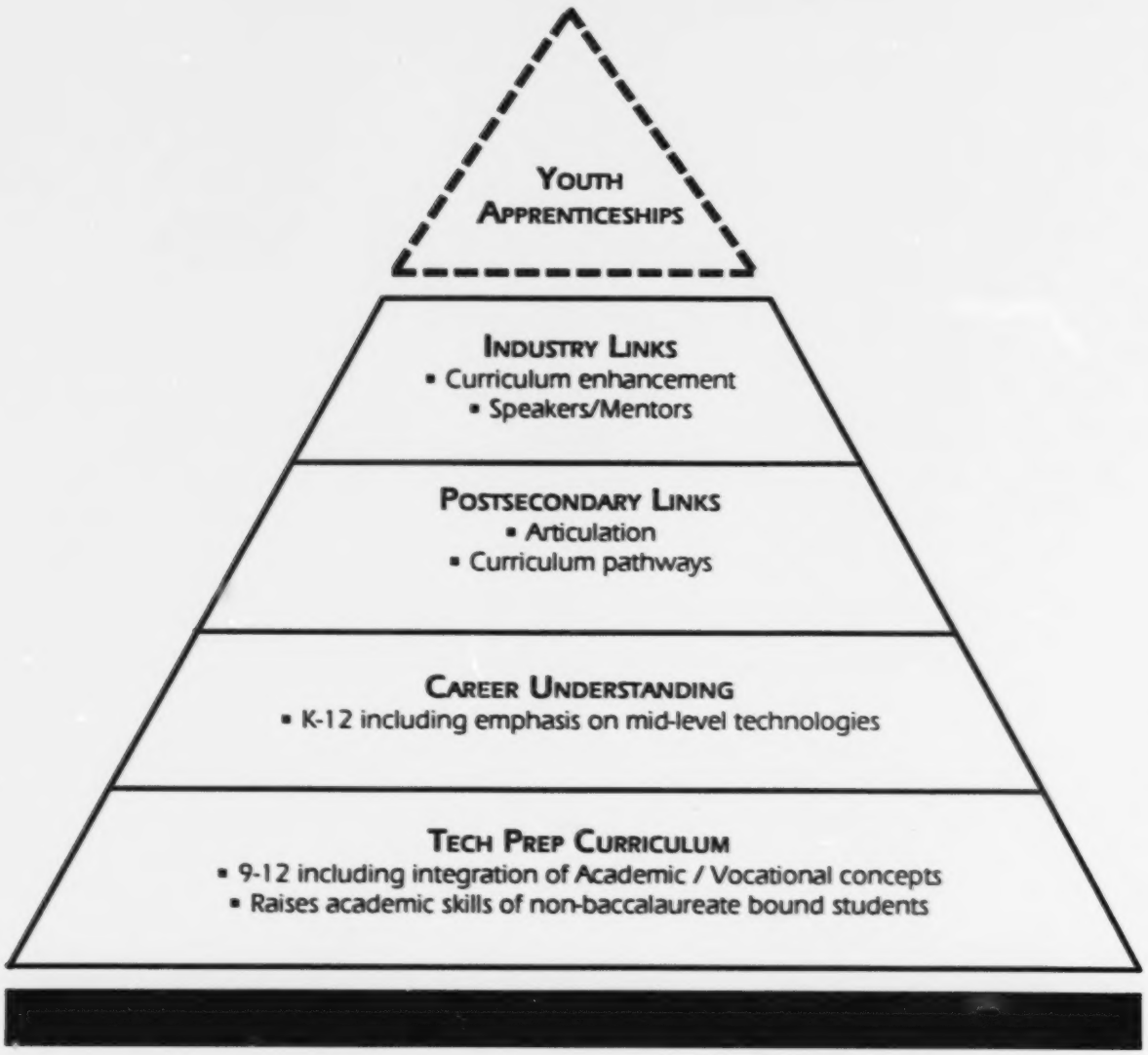
To establish a national system of work-based learning pathways to high-skill careers for young adults.

Objectives:

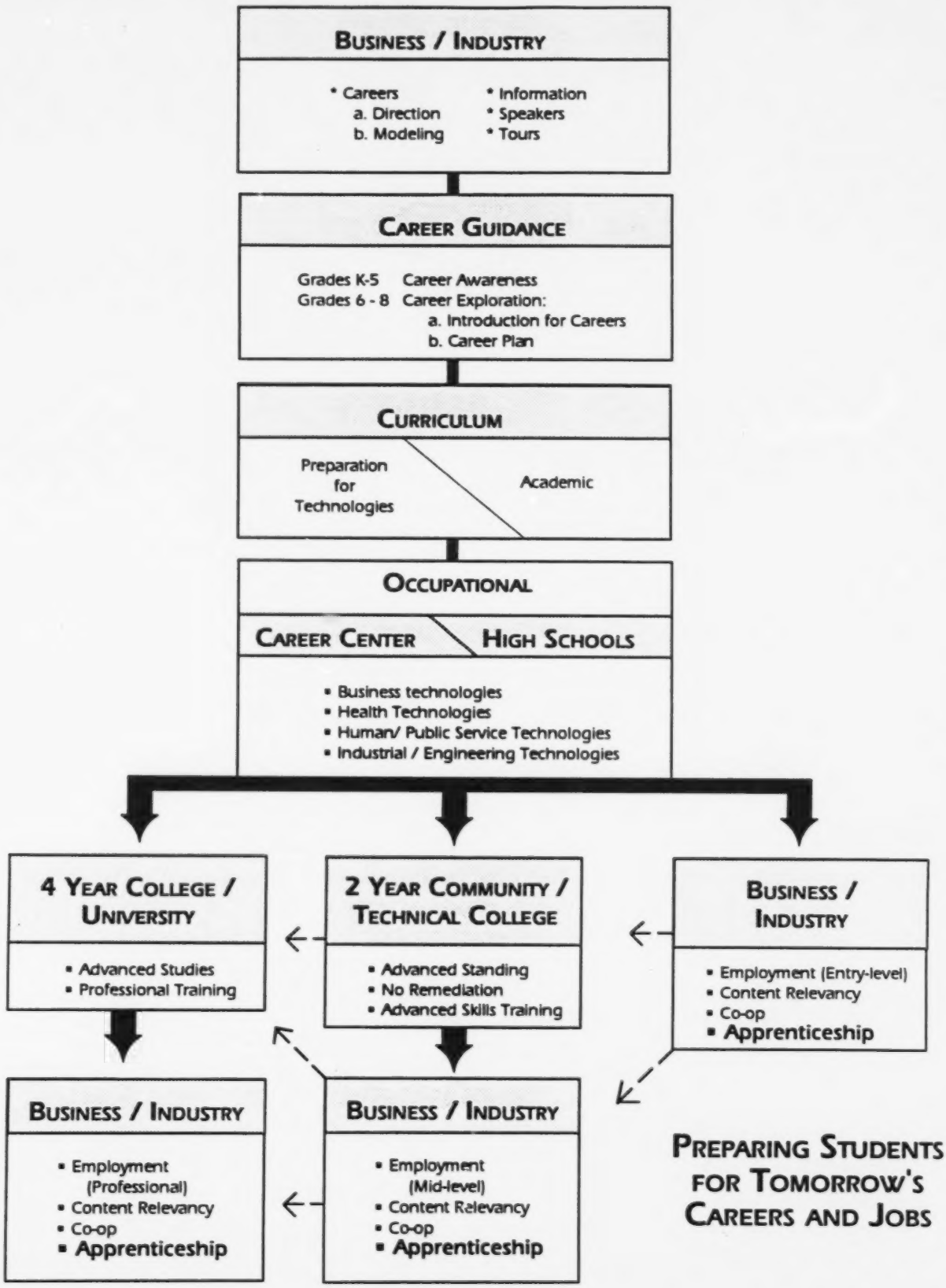
- Design and advocate for new programs and pathways for effective school-to-work options in the US.
- Identify and define the most promising models of youth apprenticeship and work-based learning.
- Stimulate employer demand for, and contributions to, training a high-skill work-force.
- Integrate youth apprenticeship and work-based learning efforts in the reform of high school and post secondary technical education.
- Develop and advocate for local, state and national policy.

SCHOOL DISTRICT OF PICKENS COUNTY

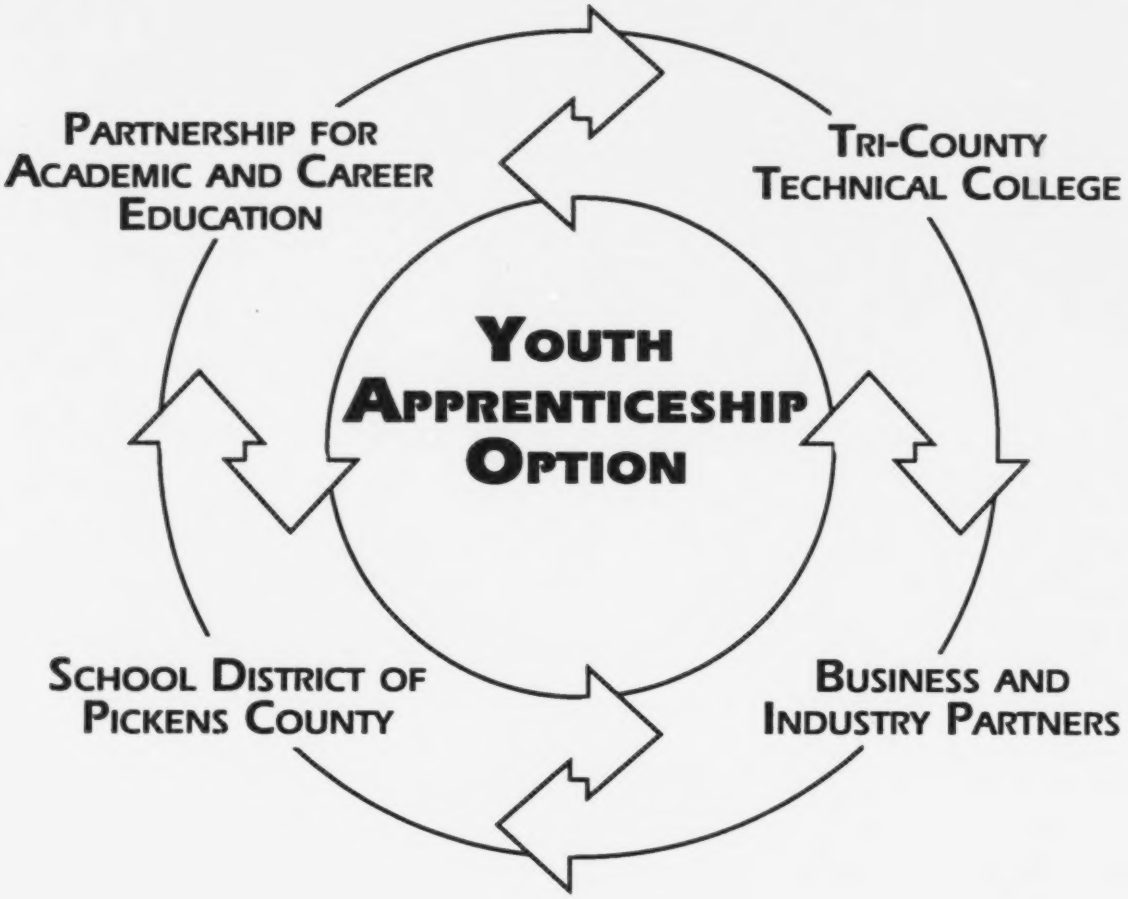
YOUTH APPRENTICESHIP PROJECT

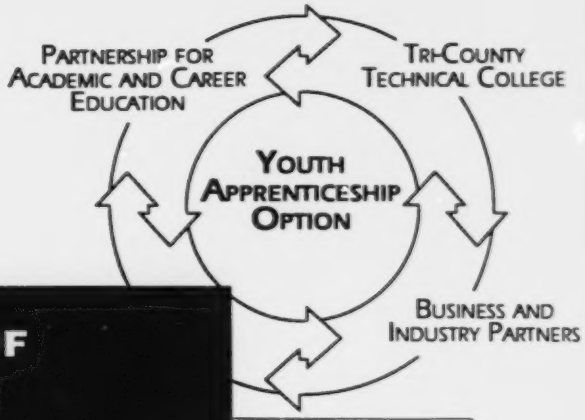


A STRONG FOUNDATION EXISTS TO SUPPORT YOUTH APPRENTICESHIPS


BUSINESS / INDUSTRY
* Careers
a. Direction
b. Modeling
* Information
* Speakers
* Tours
CAREER GUIDANCE
Grades K-5 Career Awareness
Grades 6 - 8 Career Exploration:
a. Introduction for Careers
b. Career Plan
CURRICULUM
Preparation for Technologies
Academic
OCCUPATIONAL
CAREER CENTER
HIGH SCHOOLS
▪ Business technologies
▪ Health Technologies
▪ Human/ Public Service Technologies
▪ Industrial / Engineering Technologies
4 YEAR COLLEGE / UNIVERSITY
▪ Advanced Studies
▪ Professional Training
2 YEAR COMMUNITY / TECHNICAL COLLEGE
▪ Advanced Standing
▪ No Remediation
▪ Advanced Skills Training
BUSINESS / INDUSTRY
▪ Employment (Entry-level)
▪ Content Relevancy
▪ Co-op
▪ Apprenticeship
BUSINESS / INDUSTRY
▪ Employment (Professional)
▪ Content Relevancy
▪ Co-op
▪ Apprenticeship
BUSINESS / INDUSTRY
▪ Employment (Mid-level)
▪ Content Relevancy
▪ Co-op
▪ Apprenticeship
PREPARING STUDENTS FOR TOMORROW'S CAREERS AND JOBS

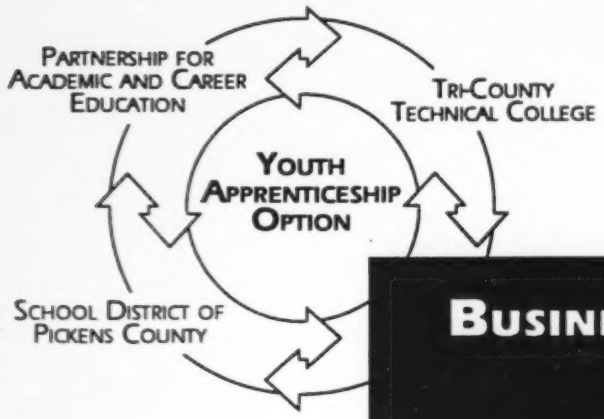
Curriculum-Based Work Experiences for High Skilled Careers





School District of Pickens County

- ☑ Provide instruction integrating academic, vocational and work-based learning using comprehensive teaching/assessment techniques
- ☑ Deliver structured opportunities for career exploration, transference of work-based learning and requisite skills development
- ☑ Implement systems to ensure student completion while providing flexible entry/exit opportunities
- ☑ Provide comprehensive, on-going staff development featuring joint activities
- ☑ Develop and maintain structures for governance between all key participants and methods of involving students, parents and others.

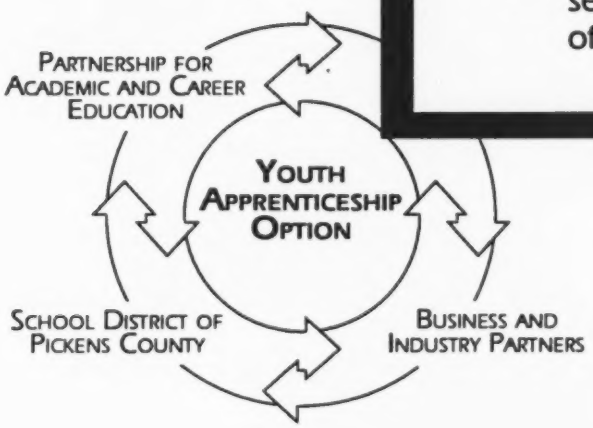


Business and Industry Partners

- ☑ Participate collaboratively in designing the curriculum, work-based learning experiences, and appropriate support components
- ☑ Provide students with appropriate learning experiences, supervision and mentoring as well as effective assessment of progress
- ☑ Ensure active, on-going participation in staff development and employer/supervisor assessment
- ☑ Enter into agreements with secondary and postsecondary partners, students and parents, ensuring non-discriminatory practices and sound educational outcomes

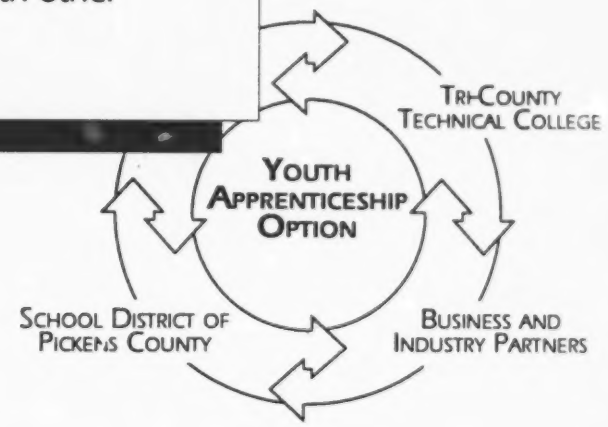
Tri-County Technical College

- ☑ Refine curriculum, scheduling, advising and other supporting procedures
- ☑ Expand opportunities for advanced standing and reducing timeframe for associate degree completion
- ☑ Develop opportunities for postsecondary study beyond the associate degree
- ☑ Participate actively in joint staff development, secondary program design, and development of apprenticeship agreements



Partnership for Academic and Career Education

- ☑ Provide collaborative mechanism with other districts, the community and regional/national networks to share outcomes, processes and products
- ☑ Develop/disseminate materials illustrating the relationship between Tech Prep and Youth Apprenticeship and the benefits to key groups
- ☑ Provide input/support for staff development, guidance materials and program design
- ☑ Facilitate process to address critical issues affecting Tech Prep/Youth Apprenticeship such as state policies, postsecondary procedures and integration with other reform movements



SCHOOL DISTRICT OF PICKENS COUNTY

	Eighth through Tenth Grade	Eleventh Grade	Twelfth Grade	First Year Postsecondary	Second Year Postsecondary
Year One 1992-1993	Over 3,000 students receive promotional and career awareness information	Eighteen electronics students enrolled in electronics apprenticeship program activities Eight students selected for placement in 93-94	Six students placed in electronics apprenticeship program	----	----
Year Two 1993-1994	Over 3,000 students receive promotional and career awareness information	Twenty-two students enrolled in electronics apprenticeship program activities Ten students selected for placement in 94-95	Eight students placed in electronics apprenticeship program	Six students continuing in apprenticeship program at Tri-County Technical College	----
Year Three 1994-1995	Over 3,000 students receive promotional and career awareness information	Twenty-four students enrolled in electronics apprenticeship program activities Twelve students selected for placement in 95-96	Ten students placed in electronics apprenticeship program	Eight students continuing in apprenticeship program at Tri-County Technical College	Six students completing apprenticeship program and receive Associate Degree through Tri-County Technical College

YOUTH APPRENTICESHIP INITIATIVE
ELECTRONICS TECHNOLOGY ENROLLMENT PLAN

	Eighth through Tenth Grade	Eleventh Grade	Twelfth Grade	First Year Postsecondary	Second Year Postsecondary
Year One 1992-1993	Fall: Promotion/ guidance (brochures, career awareness information, parent information, etc.) for electronics option Spring: Promotion/ guidance for electronics option and second program	Enroll students in electronics option	Enroll students in electronics option	----	----
Year Two 1993-1994	Fall: Promotion/ guidance for electronics and second program Spring: Continued promotion/guidance for electronics and second program; Begin promotion/ guidance for other programs	Enroll students in electronics option and second apprenticeship option	Enroll students in electronics option and second apprenticeship option	Enroll students in electronics option	----
Year Three 1994-1995	Continued promotion/guidance for all programs	Enroll students in a minimum of four apprenticeship options	Enroll students in a minimum of four apprenticeship options	Enroll students in electronics option and second apprenticeship option	Enroll students in electronics option

Youth Apprenticeship
Student Orientation Program

1 **Program Overview:**
Students and parents will be invited to kick-off dinner to be held at the Career Center at night. The apprenticeship program will be reviewed and how the students' academic schedule and apprenticeship schedule fit together will be explained.

2 **Workshop Overview:**
Explain what students will be doing and how it will benefit them.

3 **Program Expectations of Major Partners:**
What the role of each of the following is: school, college, business, industry and students.

Keyboarding Mini-Session:
Keyboarding will be taught.

4 **Apprenticeship Specifics:**
Visits will be made, two per week, to participating industries. At each industry, the personnel director will speak to the students about what his/her particular company does and the company's expectations of the apprenticeship program.

5 **Workplace Readiness:**
The Workplace Readiness program will be taught with emphasis on proper dress, work ethics, punctuality, honesty, thoroughness and responsibility.

Team Work:
Team work will be taught with emphasis on problem solving.

Problem Solving:
Problem solving will be taught using "real-life" situations to help the students.

6 **Direction:**
Student options with the program will be explained. Questions such as "Where can I go from here?" will be answered. Post high school options will be explained, as well as a tour of Tri-County Technical College and a visit with faculty members will be conducted. In addition, an overview of career opportunities will be presented.

Pickens County Youth Apprenticeship Program

B.J. Skelton Career Center

"Kick-Off Dinner"

August 3, 1992

Agenda

Welcome ..... Dr. Mendel H. Stewart
Executive Director, Secondary Programs
Pickens County School District

Invocation ..... Annette G. Craig
Career Center Director

Dinner

Program Overview

Computer Electronics ..... Danny Medlin
Instructor

PACE Involvement ..... Diana Walter
Executive Director

Tri-County Technical College ..... Dr. Jim Wood
Division Chairman,
Industrial and Engineering Technology

Industry - Ryobi ..... Ed Parris
Manager, Human Resources

Conclusion ..... Dr. Mendel H. Stewart

Pickens Youth Initiative Is Natl. Organization Choice

(Pickens Sentinel, 3/19/92, p. 2-B)

Jobs for the Future (JFF), a national organization based in Massachusetts, has chosen the *Pickens County Youth Apprenticeship Initiative* as one of seven exemplary programs nationwide to become part of its National Youth Apprenticeship Initiative.

According to Dr. Mendel Stewart, the school district's Director of Vocational Education, the apprentice initiative is an innovative program designed to better prepare Pickens County students to function and succeed in the work place of the future.

"The United States is the only major industrialized nation without a formal system for helping young people make the transition from school to the work place. We have initiated the *Pickens County Youth Apprenticeship Initiative* to provide our students with that important transition. This initiative is an innovative partnership between the school district, local businesses and industries, and Tri-County Technical College," said Stewart.

Pickens County's program is the only one in the Southeast selected to participate. Involvement with exemplary programs around the country is a key component of this initiative. The other programs selected thus far are located in California, New York, Michigan, Oklahoma, Oregon, Massachusetts and Pennsylvania. Five additional sites will be selected later this year.

Created in 1990, the National Youth Apprenticeship Initiative is an ambitious research and development effort committed to improving the way this country prepares its young people for productive careers and citizenship. JFF youth apprenticeship sites serve two functions. First, they constitute a core of innovators experimenting with new and exciting ways to improve structured linkages between school and work for young people. In addition, they are vital laboratories for assessing the strengths and weaknesses of different models and strategies. Once these models are in place, JFF will select the best and recommend that program to school districts across the nation.

Students participating in the *Pickens County Youth Apprenticeship Initiative*, will take the Tech Prep curriculum and will be enrolled in a course of study at the career center their junior year. During their senior year, they will work in a local industry in the afternoon for 20 hours per week. Through this apprenticeship program, students will receive classroom instruction as well as "hands on" experience in the work place. This will enable them to develop those skills necessary to better prepare them for the work place in their course of study. Upon high school graduation the students will continue their studies in their area of concentration at Tri-County Technical College. They will continue their "hands on" training in local industry while they're studying at Tri-County Tech.

The Pickens County Youth Apprenticeship Initiative was developed through the cooperative efforts of Dr. Mendel Stewart, Dr. Bill Carter, the school district's Director of Curriculum, and Diana Walter, Executive Director of Partnership for Academic and Continuing Education (PACE).

Dr. Mendel Stewart said, "This is the only model selected that combines Tech Prep with apprenticeship. That combination gives students a wide choice of career paths to select. They have the option of furthering their education after high school graduation while continuing to participate in the apprenticeship program. That's what makes this program unique."

Local industry has a most important role in this educational initiative. Students who work at local industries under the apprenticeship program are there to learn and to develop those competencies required by the State Department of Education while learning through doing those skills necessary for success in the work place. The program is being piloted in electronics and will be expanded to include other subject areas taught at the career center.

One student, Eddie McDowell, a senior at Easley High School and a second year student at the B.J. Skelton Career Center in the Computer Electronics Program, has already been placed on apprenticeship at Ryobi Motor Products in Pickens.

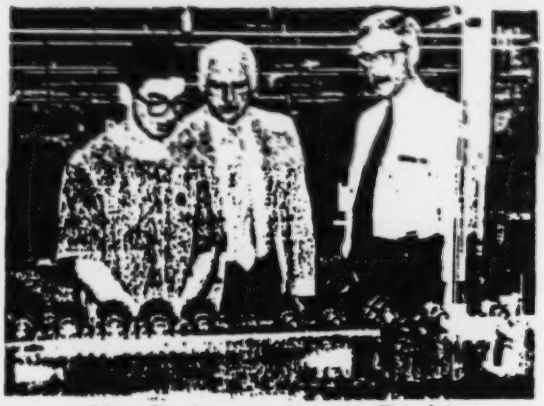
Because of the selection of the apprenticeship initiative, the school district will receive a $20,000 grant from JFF to be utilized for training teachers and promoting awareness of the program.

The school district will network with 15 sites across the nation and will be on the cutting edge of developing apprenticeship for the United States.

One of JFF's primary goals is to help local programs have more than local impact. To this end, JFF is also conducting a range of research, technical assistance and dissemination activities, including: collection and dissemination of information about exemplary project sites, publication of relevant research and analysis, technical assistance to sites, coordination of national, state and local conferences and workshops, and participation in key policy debates and forums.

Jobs for the Future was established in 1984 to help states develop new strategies for strengthening education and economic development. JFF's work has increasingly focused on the intersection of education and training and the competitiveness of American business. From this emerged a special interest in the school-to-work transition of young people who will not attend a four-year college and the growing need of American businesses for more highly skilled and better prepared workers.

The National Youth Apprenticeship Initiative is funded by the Pew Charitable Trusts, the DeWitt Wallace-Reader's Digest Fund, the Lilly Endowment, the Charles Stewart Mott Foundation and the Ford Foundation.



Youth Apprentice At Ryobi

Pictured left to right are: Eddie McDowell, Pickens County's first student participating as a youth apprentice in local industry at Ryobi Motor Products with Dr. Mendel Stewart, the school district's Director of Vocational Education; and, Ed Parris, Ryobi's Manager of Human Resources.

Medlin Explains Computer Program

Danny Medlin, an instructor at the B.J. Skelton Career Center, is pictured explaining the career center's new computer assisted instructional program to first year computer electronics students Mandy Tripp and Vittorio Antonini.

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publication of the Ryobi Corporation, Pickens Plant, 3/27/92.)

Eddie McDowell balances armatures on the automated line.

Student Begins Work At Pickens Plant

Eddie McDowell, a senior at Easley High School and a second year student at B.J. Skelton Career Center in the Computer Electronics Program, is working several hours a day at the Pickens Plant in conjunction with the Pickens County Youth Apprenticeship Initiative. The apprenticeship initiative is a program designed to better prepare Pickens County students to function and succeed in the work place of the future.

The Pickens County Youth Apprenticeship Initiative was formed in order to provide students with a formal system for making the transition from school to the work place. Dr. Mendel Stewart, Director of Vocational Education for the Pickens County School District, said, "This initiative is an innovative partnership between the school, local businesses and industries, and Tri-County Technical College."

The program has been chosen by **JOBS FOR THE FUTURE (JFF)**, a national organization based in Massachusetts, as one of seven exemplary programs nationwide to become part of its National Youth Apprenticeship Initiative and the Pickens County School District will receive a $20,000 grant from JFF for training teachers and promoting awareness of the program.

Drawing For Afghan

April 3, 1992

Sponsored by
Emergency Fund Committee
at Pickens Plant

Tickets — $.50 each
Available from committee
members or Human Resources.

The afghan is on display in the trophy case in the plant cafeteria.

Attention: All Members Pickens Credit Union

The Pickens Credit Union is in the process of updating records and it is **very important** that every member stop by and sign a new beneficiary card if you have not done so.

Leon Pilgrim, Credit Union Manager, recently announced that the Board of Directors declared first quarter dividends as follows: regular share 4.5%, IRA share 4.75%, Christmas Club 2%, and Vacation Club 2%. Also, interest rates on vehicles 2 years old with 25,000 miles or less will be 12%, a decrease of 2%.

EASTER EGG HUNT

April 11, 1992, 10:00 A.M.

Sponsored by Pickens Plant Activities Committee

For employees' children & grandchildren, ages 12 and under

Bring a basket to gather eggs

Children must be present to receive an Easter pail

Queen Completes Training

Virginia Queen is the most recent Pickens employee to complete the Applied Learning self-paced training program for automated motor technicians. Virginia has been a motor technician trainee for about two months, but has now completed the course work required to become a technician. She has successfully completed courses in math, hydraulics, pneumatics, gaging, AC fundamentals, DC fundaments, electronic components, electronic circuits, servo-robotics, basic troubleshooting and advanced troubleshooting.

This newspaper ad appeared in the Clemson Messenger and other weekly papers in Pickens County during the week of February 16, 1992. (The original was a half-page ad and is shown here at a considerably reduced size.)

Pickens County Schools: Opening New Doors to Success!

Not too long ago, earning a high school diploma alone was all the education needed for many rewarding careers. In today's rapidly changing world, most students will need more. The School District of Pickens County is proud to announce a new program designed to prepare students for the world of tomorrow. Tech Prep (or PREParation for TECHnologies) is a program with student success as its major mission—providing an expanded foundation of academic skills, occupational competencies and the "new basics" of problem-solving, critical thinking and the ability to work collaboratively. Through Tech Prep, our students will pursue "FUTURES BY DESIGN," not futures left to chance or poor planning. The future success of our students is important to all of us and it remains the top priority of our school district.

During the past few years, many of our teachers and other staff have been busy planning changes in curriculum and counseling to support the new Tech Prep initiative. While our early efforts were recognized in 1991 through two national awards, much remains to be done. We pledge to keep working so our Tech Prep program will offer the very best in educational preparation for the students of Pickens County. As we strive for program excellence, many other schools and districts across the state and the nation are doing the same as Tech Prep programs become the wave of the future.

HIGHER SKILLS WILL BE NEEDED FOR MOST CAREERS

By the year 2000, the average job in the Southeast will require almost 14 years of formal education. Why? Because rapid advances in technology and increases in global competition have changed the nature of work. Most companies now rely on automation requiring that employees have more sophisticated skills than in the past as well as the ability to continue learning as technology changes.

Career opportunities are growing in the mid-level technologies. Technicians and related support personnel will see greater growth in employment opportunities than any other major occupational group between now and the year 2000. In fact, of the 33 fastest-growing jobs in the Southeast, roughly 58 percent will require some vocational training in high school up to an Associate Degree (two years of college).

A solid education is the key to adapting to career changes. Did you know that the average person finishing high school today is likely to change jobs 10 times and change careers three times? A solid education will be the key to adapting successfully.

Liberty High School students Jody Whitfield (left), Kevin Fowler and Michael Madden (far right) receive assistance with a lab experiment for the Physics for the Technologies class from instructor Mrs. Jane Fleming.

Tech Prep means more options and better opportunities

Students receive a strong foundation in academic and occupational skills as well as expanded guidance support through Tech Prep. New courses are being added to teach math, English and science through career-relevant, hands on activities. Students will learn how important school subjects relate to workplace requirements. Tech Prep also encourages students to take computer and other occupational courses to build career skills. And expanded guidance activities will help them understand the many opportunities open to them after high school.

Better preparation means more opportunities. Tech Prep shows students how to get the most out of high school so there are more options open to them after graduation. Options like advanced standing at area technical colleges, finishing associate degrees in less time and qualifying for co-op or other "earn" while you "learn" opportunities. And, students are advised of their options for baccalaureate study.

Classroom and workplace learning are the best combination. An exciting new component to Tech Prep, called Youth Apprenticeship, will be added next year enabling students to combine classroom and work-based learning through one of several area companies. These types of opportunities will provide students with even better preparation for career success.

"A solid academic foundation... is crucial for careers in law enforcement and education beyond high school is becoming the norm."
Sheriff David Stone
Pickens County

"There are many exciting opportunities in banking for those with a good education..."
Randy Bell, Corporate Vice President/Regional Manager
First Savings Bank

"The key to opportunities in the future will be a good high school foundation and some post-secondary technical training."
Jim Uzzell, Administrator
Cannon Memorial Hospital

"Tech Prep is an exciting program..."
Greg Reasoner
Director of Human Resources
NCR

FUTURES by DESIGN

For more information on the Tech Prep program in Pickens County Schools, please contact Dr. Mendel Stewart at the district office (855-8150), or pick up a FUTURES BY DESIGN brochure at any school office.

This advertisement was made possible by donations from Ahlstrom Pumps, Inc.; BASF/Fibers Division, Clemson Plant; Champion Aviation Products; NCR Corporation and RYOBI Motor Products Corporation, Pickens Plant.

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PICKENS COUNTY
YOUTH APPRENTICESHIP INITIATIVE

Initial Steps in Program Development

I. ASSESS NEEDS:

Meet with business/industry leaders, school district personnel, and technical college personnel to discuss needs to determine if there is sufficient demand from employers, if educational institutions are interested in strengthening school-to-work transition, and if students are interested in a work-based learning approach.

II. DEVELOP A "PLAN" FOR THE APPRENTICESHIP INITIATIVE.

A. Decide on industries and occupations the program will target

B. Decide who is responsible for the formal planning process

C. Funding

D. Philosophy

E. Goals and objectives

F. Governance

III. DEVELOPING PROGRAM SPECIFICS

A. Selection Criteria

1) **Screening process for students to continue in program.**

2) **Work with business/industry, school districts, and technical college.**

3) **Interview process for business to select apprentice.**

4) **Summer Workshop for apprentices.**

B. Curriculum Development

1) **Occupational Course.**

2) **Technical College Program.**

3) **Articulation/Advanced Placement.**

4) Four-Year college articulation.

5) Team-building activities for all parties that keep everyone together to assure common expectations, trust, and commitment.

C. Workplace Competencies

1) Business/Industry Needs.

2) Occupational Course Needs.

3) Technical College Needs.

D. Mentor Training

1) Develop a "Mentor Guide."

2) Seminar/Workshop for Mentors.

E. PROMOTIONAL ACTIVITIES

1) **Target Population.**

2) **Brochures/Pamphlets.**

3) **Videos.**

4) **Career Awareness Information.**

5) **Newsletters.**

6) **Newspaper Articles.**

7) **Open House.**

F. PROGRAM EXPANSION

1) Develop a plan to add courses each year.

2) Develop a plan to follow when adding courses.

PICKENS COUNTY
YOUTH APPRENTICESHIP PROGRAM

Students enrolled in Computer Electronics will have the opportunity to participate in a unique program beginning in the 1992-1993 school year. This unique opportunity is called the Pickens County Youth Apprenticeship Program. Students enrolled in this program will have many exciting opportunities for work experience, enhanced training, and further education. The following are the requirements for participation in the program:

PROGRAM REQUIREMENTS:

1. Selection criteria must be met through the following:
   - **a)** Career Ability Placement Survey (CAPS)
   - **b)** Cumulative grade average of C or better
   - **c)** Attendance (No more than 10 days out)
   - **d)** Meet admission criteria for Tri-County Technical College

PROGRAM ADVANTAGES:

1. Students will master competencies needed to be successful in the workplace.
2. Students will participate in shadowing current jobs in computer electronics.
3. Students will be apprenticed to one of four area businesses (Ryobi, NCR, Alice Manufacturing, Ahlstrom Pumps) in the computer electronics area. While working with one of the companies, the students will gain valuable experience working on diverse jobs in the computer electronics field.
4. Students will be paid for their work experience.
5. After graduation from high school, students will continue their apprenticeship experience with the sponsoring company while attending Tri-County Technical College to complete an associate degree.
6. Tuition reimbursement, scholarships, or grants may be available to help students pay for their postsecondary education.
7. The Apprenticeship Program will end upon completion of the associate degree.

PICKENS COUNTY
YOUTH APPRENTICESHIP INITIATIVE

WORKPLACE COMPETENCIES

The workplace youth apprenticeship experience is designed to augment the academic learning experience. It is intended to give the youth apprentice the opportunity to put into practice the skills learned in the classroom. The program will expose the youth apprentice to a variety of workplace skills and provide the opportunity for the youth apprentice to gain more advanced skills as he/she progresses through the program. Listed below are the skills that are to be demonstrated during the youth apprenticeship's work experience.

Technical

1. Read electronic schematics and electrical diagrams which are relevant to the specific job site.
2. Read various calibrated scales.
3. Utilize standard test equipment (ammeters, voltmeters, multimeters) to check for proper operation.
4. Utilize test equipment indigenous to the specific job.
5. Check operation of and calibrate transducers.
6. Utilize manufacturers' technical data in the maintenance of equipment (IPBs, parts list, operational theory).
7. Replace/repair defective components.
8. Perform basic computer operations as required by the job.
9. Determine normal system/circuit operational values.
10. Use common electrical/electronic hand tools.
11. Perform calculations necessary to determine proper system/circuit values.
12. Utilize basic relationships (Ohm's law, Kirchhoff's laws) to isolate malfunctions.
13. Utilize digital principles when appropriate (thumbwheel inputs, displays).

PROBLEM SOLVING

1. Apply problem techniques and logical process to solve problems.

2. Identify the physical/mental tools necessary to solve problems.

3. Master job-appropriate procedures used to isolate malfunctions.

TECHNICAL READING

Demonstrate the ability to use technical manuals and data to determine proper methods and procedures for application to job-related problems.

MATHEMATICS

Demonstrate the ability to use basic mathematical skills to perform calculations for problem solving appropriate to the job.

COMMUNICATIONS

1. Uses proper and effective written communication for on-the-job communications.

2. Uses proper and effective oral communication for on-the-job communications.

TEAM WORK

1. Demonstrates knowledge of the need for effective team work.

2. Works well in a team and is an effective member of the team.

ELECTIVE SKILLS

There are some skills that will be unique to the particular company with which the apprentice is employed. These skills should be listed in the elective category. Electives can involve such skills as:

International perspective
PLCs
Advanced computer usage
Microprocessors